

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Thursday, July 24, 2014 4:44 PM
To: McArthur, Lisa
Subject: RE: How long do we have to keep travel records?
Attachments: In-House Records Destruction Form LMcArthur Travel 1010a 7-24-2014.docx

Categories: Record Saved - Shared, Blue Category

Lisa,

We need to keep them 6 yrs. 3 months after the end of the year, so Travel records for 2007 and older can be disposed of after documentation. You can use the shred bin for them and Access will shred them and Mike Well will be the Witness. I'm attaching an In-House Records Destruction form for you. Please send me a list of people or years for the files you are destroying so we can enter the information into Versatile and create a virtual box for you. Please let me know if you have questions. Thanks!

EPA 1010 – Travel Records

Item a: Travel records

Includes, but is not limited to:

- International, third-party, and invitational travel plans and reports; and
- Travel authorizations and expenses, including original receipts (excluding Superfund site-specific travel records which are scheduled separately).

NARA Disposal Authority: DAA-0412-2012-0007-0001

- **Disposable**
- Close at end of fiscal or calendar year.
- Destroy 6 years and 3 months after file closure.

Thank you,

Joyce Aoyama
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From: McArthur, Lisa
Sent: Thursday, July 24, 2014 4:18 PM
To: Aoyama, Joyce
Subject: How long do we have to keep travel records?

Joyce, hi. I am realizing that I've been keeping all of my travel receipts, vouchers, etc., since I started in the government 17 years ago. How many years can I toss/how many years of receipts should I keep? Thanks, Lisa

Lisa McArthur

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